

ITEM 6



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Departmental Rules
Creation Date:
Revision Date:
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: John Battoon

Departmental Rules Policy

I. Policy: CONDITIONS OF EMPLOYMENT GENERAL REQUIREMENTS

A) Citizenship. In accordance with the Immigration Reform and Control Act of 1986, the City of El Paso shall only hire citizens or intending citizens, as these terms are used in the Act, for positions within the City of El Paso. The City shall not discriminate because of an individual's national origin or in the case of an intending citizen because of the individual's citizenship status. If, however, a federal or state grant, law, or regulation requires only citizens to be hired, the City may discriminate as to only hiring citizens for those affected positions.

In addition, the City may hire an employee who is a citizen or lawfully admitted alien, with appropriate work permits, if the two individuals are equally qualified. Any applicant or employee disqualified by the Human Resources Director under the above provisions may appeal to the Civil Service Commission for a decision on the citizenship status. (Amended 09/08/87 and 11/15/05)

B) Promotional Eligibility for Police and Fire Employees.

1. Service lost by reason of a suspension for cause, resignation with subsequent reinstatement or leave of absence shall not count for the minimum period of service set forth in the job specification for the position to which promotion is sought.

2. Any employee who resigns and is not reinstated, or is otherwise terminated from City service and is subsequently appointed to a position in the City service shall not be entitled to count for promotional purposes any service prior to such resignation or termination. (Amended 10/04/94)

II. Procedure:

APPROVED BY:

Joyce Wilson, City Manager

Date

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Departmental Rules Policy

I. Policy: HOURS OF WORK

A) All full-time, salaried employees shall be on a forty-hour work week, except for uniformed firefighter personnel who are subject to Paragraph (D) below. (Amended 10/03/95)

B) In order to meet operational needs, the Department Head may adjust the hours of any individual employee or group of employees to provide for different schedules of hours or for overtime services outside of regular working hours. Such adjustments shall not result in allowing less than the hours per week prescribed for full-time employment without a corresponding pro-rate decrease in salary. (Amended 11/15/05)

C) Employees are required to comply with all time and attendance reporting procedures, including clocking in and out, as established by the City Manager and as required by their Department Heads in accordance with operational necessity or feasibility. Department Heads may require precise start and stop times to meet operational necessity. (Passed 11/15/05)

D) Wage and hour equalization may be used for purposes of overtime compensation within a pay period, as provided for by the Fair Labor Standards Act, as amended.

E) Pursuant to and in compliance with Section 7 (K) of the Fair Labor Standards Act, as amended, all City uniformed firefighter personnel shall be on a work period of at least seven, but not more than 28 consecutive days. (Amended 08/11/87 and 10/03/95)

II. Procedure:

APPROVED BY:

Joyce Wilson, City Manager

Date

DRAFT